

# INDIANA DEPARTMENT OF TRANSPORTATION

## DBE TRUCKING GUIDELINES

May 2006

### 1. PRECONSTRUCTION REQUIREMENTS

#### A. DEFINITIONS

**1. DBE Primary Hauler:** A DBE Primary Hauler is a hauler with which the INDOT prime/general contractor, or one of its subcontractors, has an agreement relating to an INDOT contract.

**2. Supplemental Hauler:** Supplemental Haulers are trucking firms or individual owner/operators (DBE and non-DBE) that the Primary DBE Hauler will use to supplement its eligible DBE credit inventory. These Supplemental Haulers shall be operated under written agreements with the DBE Primary Hauler. This includes those that qualify for full DBE credit and those for which only the DBE fee/commission credit may be given.

**3. Annual Hauler List:** A list provided by the DBE Primary Hauler to the INDOT prime/general contractor identifying trucks the DBE Primary Hauler anticipates using during the construction year. This list shall include the DBE Primary Hauler's trucks and the Supplemental Haulers' trucks as defined above. The list must include the year, make, color, and VIN number of the truck and identify its usual driver.

**4. Contract Hauler List:** A list provided by the DBE Primary Hauler to the INDOT prime/general contractor identifying trucks the DBE Primary Hauler anticipates using for the specific INDOT contract. This list shall include the DBE Primary Hauler's trucks and the Supplemental Haulers' trucks as defined above.. The list must include the year, make, color, and VIN number of the truck and identify its usual driver.

**5. Contractor:** General or prime contractor on INDOT project.

**6. PE/PS:** INDOT Project Engineer/ INDOT Project Supervisor

#### B. ANNUAL HAULER LIST

The DBE Primary Hauler must provide the District EEO Officer with the Annual Hauler List at the beginning of each construction year or upon certification.

#### C. CONTRACT HAULER LIST

The Contractor must provide the PE/PS with the Contract Hauler List at the preconstruction conference (or for those situations where the preconstruction conference is held several weeks prior to the start of construction, within a reasonable time after the preconstruction conference, but at least five days before work begins). The Contractor shall advise INDOT's PE/PS of any subsequent changes to the Contract Hauler List.

#### D. WRITTEN AGREEMENTS

The DBE Primary Hauler must provide the PE/PS a copy of any written agreement or agreements it has with the Contractor and any Supplemental Haulers to the PE/PS at the pre-construction meeting, if possible, but at least before prior to the hauler's arrival on the jobsite.

**E. USE OF UNANTICIPATED, ADDITIONAL HAULERS**

It is not necessary for INDOT to be given advance notification that an unanticipated, additional Supplemental Hauler shall be used; however, INDOT should receive such notice within a reasonable time. INDOT's district and field personnel understand that Contractors shall only have agreements with DBE Primary Haulers for work performed for DBE credit.

**2. POST CONSTRUCTION REQUIREMENTS**

**A. DELIVERY TICKETS**

A DBE Primary Hauler shall provide to INDOT PE/PS for any truck that is part of the DBE Primary Hauler's fleet, or any Supplemental Hauler, the delivery ticket that accompanies a haul to a jobsite, with the following information written thereon or attached thereto: name of driver (include printed name and signature), name of the DBE Primary Hauler or Supplemental Hauler that employs the driver, and whether the Supplemental Hauler is a DBE. If a delivery ticket does not accompany a haul to a jobsite another document that provides the information set forth may be used with the prior approval of INDOT. The tickets shall be kept at the jobsite.

**B. WEEKLY TRUCKING REPORT A**

For each week that a DBE Primary Hauler provides services for a Contract, the Primary Hauler shall provide to the Contractor (or subcontractor for whom it is working), along with any invoice, a certified breakdown of the amount that can be credited toward the DBE goal on the form entitled **WEEKLY DBE TRUCKING REPORT A**, attached hereto.

**C. WEEKLY TRUCKING REPORT B**

A weekly summary of the **number of trucks** used with respect to the Contract shall also be submitted by the DBE Primary Hauler to the Contractor (or subcontractor for whom it is working) on the form entitled **WEEKLY DBE TRUCKING REPORT B**, attached hereto.

**D. TIMELY SUBMISSION**

It is the Contractor's responsibility to ensure that an adequate contract procedure is implemented that ensures the timely submission by the DBE Primary Hauler of all reports required herein.

**E. REPORT SUBMISSION**

The Contractor shall submit Forms A and B weekly to the PE/PS. The PE/PS will give Forms A and B to District EEO Officer who after receipt of all reports shall submit to Central Office within two weeks of receipt.